

# Retention and Classification Report

**Agency:** St. George (Utah). Department of Administrative Services (2823)

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**Records Officer** Christina Fernandez

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**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 24628

3

**TITLE:** Annual audit reports

**DATES:** 1926-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 12/11/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 24628

**TITLE:** Annual audit reports

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17963

3

**TITLE:** Beer licensing application files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after completion of application and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17963

**TITLE:** Beer licensing application files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 24626

3

**TITLE:** Cemetery records

**DATES:** 1862-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 24626

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 27751

3

**TITLE:** City volunteer background checks

**DATES:** 2008-

**ARRANGEMENT:** chronological by year thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The records in this series are created to protect the public. The records are used to verify background information on city volunteers. The series contains criminal history and background investigations.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 60.

**AUTHORIZED:** 04/16/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after separation and then destroy.

**APPRAISAL:**

Administrative Legal

UCA 78B-4-103 provides that an entity is not liable for the acts or omissions of volunteers unless the entity knew or should have known of the volunteer's unfitness to provide the services.

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 27751

**TITLE:** City volunteer background checks

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18029

3

**TITLE:** Deeds files

**DATES:**

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 10.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18029

**TITLE:** Deeds files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. names, addresses, tax information and telephone numbers

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18030

3

**TITLE:** Election ballots

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical by district

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (2007)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (2007)).

**RETENTION:**

Retain 22 months after the election or until the time has passed for a contest of the election results.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 22 months after the election or until time has expired for a contest of the results and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18030

**TITLE:** Election ballots

(continued)

**PRIMARY CLASSIFICATION:**

Exempt UCA 20A-4-202 (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17989

3

**TITLE:** Emergency and other personal leave files

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 5.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17989

**TITLE:** Emergency and other personal leave files

(continued)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)



**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 11075

3

**TITLE:** Employee benefit enrollment application file

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of employee authorizations for payroll deductions for allotments (i.e., U.S. Savings Bonds).

**RETENTION:**

Retain 3 years after superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded or 3 after separation and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private Ordinance 6-3-1992, 1-20-13 (1), and UCA 63G-2-302 (1)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17969

3

**TITLE:** Employee earnings history files

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

**RETENTION:**

Retain until separation of employee then transfer to personnel file.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until separation of employee and then to personnel file and then transfer to Agency Record Center. Retain in Agency Record Center for 65 years after date of employment or until 3 years after death or retirement.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17969

**TITLE:** Employee earnings history files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17990

3

**TITLE:** Employee history card

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

**RETENTION:**

Retain 7 years after separation or 2 years retirement.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 6.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after separation or until 2 years after retirement if not part of per. file.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17990

**TITLE:** Employee history card

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17991

3

**TITLE:** Employee performance files

**DATES:** ca.1900

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

**RETENTION:**

Retain 3 years after date of appraisal.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 27.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17991

**TITLE:** Employee performance files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17997

3

**TITLE:** Employee warning files

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not effected, along with all related documents.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

**AUTHORIZED:** 07/29/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after completes acceptable performance review and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17997

**TITLE:** Employee warning files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 11074

3

**TITLE:** Employment applications (hired)

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 20.

**AUTHORIZED:** 12/05/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided not hired.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 11074

**TITLE:** Employment applications (hired)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17998

3

**TITLE:** Employment applications (not hired)

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION:**

Retain 2 years after application deadline

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 20.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after application deadline and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17998

**TITLE:** Employment applications (not hired)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18004

3

**TITLE:** Employment eligibility records (I-9)

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

**RETENTION:**

Retain 3 years after date of hire or until 1 years after individual's employment ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 34.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of hire or until 1 year after date the individual's employment ends and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18004

**TITLE:** Employment eligibility records (I-9)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17946

3

**TITLE:** Feasibility studies

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

**RETENTION:**

Retain 5 years after completion of study.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 11.

**AUTHORIZED:** 11/11/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after completion of study and then destroy.

**APPRAISAL:**



**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17946

**TITLE:** Feasibility studies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(21) and UCA 63G-2-305(10) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17993

3

**TITLE:** Grievance and disciplinary files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

**RETENTION:**

Retain 3 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17993

**TITLE:** Grievance and disciplinary files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(2)(o) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18000

3

**TITLE:** Interview records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.

**RETENTION:**

Retain 2 years after hiring decision is made.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 25.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after hiring decision is made and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18000

**TITLE:** Interview records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17965

3

**TITLE:** License registers

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17965

**TITLE:** License registers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18013

3

**TITLE:** Medical and dental insurance claim files

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 6.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18013

**TITLE:** Medical and dental insurance claim files

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(a) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18001

3

**TITLE:** Merit employee performance-related records

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

**RETENTION:**

Retain 3 years after date of appraisal.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 27.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18001

**TITLE:** Merit employee performance-related records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17949

3

**TITLE:** Notary bonds

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (2003)).

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after expiration of bond and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17949

**TITLE:** Notary bonds

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 Application form

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 24627

3

**TITLE:** Ordinances and resolutions

**DATES:** 1862-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 12/11/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 24627

**TITLE:** Ordinances and resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17994

3

**TITLE:** Personal injury files

**DATES:** ca. 1900-

**ARRANGEMENT:** Chronological, there under alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**



**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17994

**TITLE:** Personal injury files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17995

3

**TITLE:** Personnel files

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17995

**TITLE:** Personnel files

(continued)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17948

3

**TITLE:** Policies and procedures manuals

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

**AUTHORIZED:** 03/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17948

**TITLE:** Policies and procedures manuals

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(10)(11) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18007

3

**TITLE:** Promotional files

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 39.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18007

**TITLE:** Promotional files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18049

3

**TITLE:** Public customer deposit cards

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after account is closed and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 18049

**TITLE:** Public customer deposit cards

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 11076

3

**TITLE:** Risk Management incident reports

**DATES:** undated

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years after case is closed and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Protected Ordinance 6-3-1991, 1-20-15 (21), and UCA 63G-2-305 (23)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17955

3

**TITLE:** Travel reimbursement files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 23.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17955

**TITLE:** Travel reimbursement files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17954

3

**TITLE:** Travel reimbursement requests

**DATES:** 1980-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 23.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17954

**TITLE:** Travel reimbursement requests

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17957

3

**TITLE:** Travel- private vehicle usage files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are authorization forms for municipal officials or employees to use a private vehicle for municipal business when it is the most economical method of travel.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 25.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** St. George (Utah). Department of Administrative Services

**SERIES:** 17957

**TITLE:** Travel- private vehicle usage files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)